

OFFICE OF THE
SUFFOLK COUNTY EXECUTIVE
OFFICE OF HANDICAPPED SERVICES
BUILDING 158, NORTH COUNTY COMPLEX
P.O. BOX 6100
HAUPPAUGE, NY 11788-0099

SCAT/PARATRANSIT APPLICATION



STEVE LEVY
SUFFOLK COUNTY EXECUTIVE

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P.O. BOX 6100
HAUPPAUGE, NY 11788-0099
(631) 853-8333 (VOICE)
(631) 853-5658 (TTY)
(631) - 853-8339 (FAX)

WWW.SUFFOLKCOUNTY.NY.GOV



SCAT PARATRANIST OVERVIEW

Enclosed is an application for the Suffolk County Accessible Transit (SCAT) Paratransit system. SCAT is for people whose disability is so severe that it prevents them from using public buses. In compliance with the Americans with Disabilities Act of 1990 (ADA) Suffolk County provides curb-to-curb paratransit services for the SCAT Program to anyone who, because of physical or mental disability, is unable to use the regular, fixed route bus service. Age, distance from a bus stop, or inability to drive, are conditions which are not taken into consideration in making an eligibility determination.

This application form is intended to determine the circumstances under which the applicant can use the regular, fixed route bus system. Each application will be evaluated on a case-by-case basis, taking into consideration all of the information provided. As part of the eligibility process, you may be required to undergo an in-depth interview. Failure to attend will result in denial of your application.

The applicant, or someone assisting him/her, must complete all the questions. A New York State licensed medical professional is required to complete the medical certification, this consists only of an M.D., D.O., P.A., N.P., or D.C. If you do not have access to a licensed medical professional, please call (631)853-8333 for assistance.

When you have completed and signed the application, mail it (original only, we will **not** accept photocopies or faxes of this application) and **two identical black and white, or color passport size photographs** (no photocopies) to:

Suffolk County Office of Handicapped Services
Building 158, North County Complex
P.O. Box 6100
Hauppauge, NY 11788-0099

You will be notified as to your eligibility by mail within three weeks.

The specifications for the two original photographs are: clear, full face, front view. Your face should fit in a 1" by 1 1/4" area, the size of the box below, just print your name on the back of each photo and attach them to the application.

On the other side of this cover letter is information about Paratransit. If you have any questions, or need assistance filling out the application, please feel free to call us at 853-8337 (voice), or if hearing impaired phone 853-5658 (TTY).

size of photo



REVISED SCAT-PARATRANSIT PROCEDURES & GUIDELINES 11/09

- 1) To make a trip reservation, call the Suffolk County Accessible Transit (SCAT) Paratransit dispatcher at 631-738-1150 (voice) or 631-981-0104 (TTY). **ALL RESERVATIONS ARE SUBJECT TO AVAILABILITY.** Riders are entitled to trips on a first-come, first-served basis.
- 2) Reservations may be made up to 7 days in advance and no later than one day prior to the day you want to ride, if available. Multiple reservations can be made at one time. Since reservations are on a first-come, first-served basis you may not always get the reservation you desire if those time slots have already been taken.
- 3) Reservations can be made between 7:00 a.m. and 5:00 p.m., Monday through Saturday. On Sundays, reservations can be made between 8:00 a.m. and 4:30 p.m. **for next day travel only.**
- 4) The first daily pick-up will be about 6:00 a.m. Monday through Friday, (7:00 a.m. on Saturday), and the last daily pick-up will be about 8:30 p.m. and later in those areas where SCT bus lines continue to operate later in the evening. **Please note that since there is no bus service on Sundays or on holidays, there is no Paratransit service on these days either.**
- 5) The fare is \$3.00 one way (\$6.00 round trip). **Exact fare is required.**
- 6) For riders requiring a personal care attendant (PCA), as shown on ID card, the attendant will travel free. In addition to the PCA, one companion can also accompany the rider by paying the full fare. Additional companions may also accompany the rider, but only if sufficient vehicle capacity can accommodate them and they each must also pay the full fare.
- 7) Riders must have their I.D. card with them when using SCAT identifying them as ADA Paratransit eligible. (If you do not yet have your ID card, bring your eligibility certification letter along on the trip).
- 8) If cancellation of your reservation is necessary, it must be made at least two (2) hours before your scheduled pick-up time. In an emergency, call as soon as possible. **However, riders who are repeat no shows or cancel excessively risk having their riding privileges suspended or revoked.**
- 9) Service is curb-to-curb. SCAT may also approve providing additional, limited assistance between curbside and a building's entrance along an accessible path when requested at the time trip reservations are made, in accordance with the Origin to Destination Policy.
- 10) Drivers are not required to carry packages for you. Maximum number of packages passengers are permitted to bring on a single boarding is determined on what they can safely carry on and off the vehicle. While on board the vehicle packages must be stored in a location that does not block path of travel within the vehicle, or interfere with safety features, or securement of others passengers.
- 11) All pick-up and drop-off locations must be within Suffolk County, NY. Trip origins and destinations must be within $\frac{3}{4}$ of a mile of a Suffolk County Transit or HART (for trips within Huntington) fixed bus route.
- 12) Please note the SCAT bus has a half-hour window, where it can show up 15 minutes before or 15 minutes after your scheduled pick-up time. **YOU MUST BE READY DURING THIS ENTIRE WINDOW BECAUSE THE BUS WILL NOT WAIT MORE THAN 10 MINUTES FOR YOU.**
- 13) If you are able to use the public bus system for any trips, we urge you to do so, to make room for people who can only travel via Paratransit. Thank you for your cooperation.

PLEASE SAVE!

SCAT PARATRANSIT APPLICATION FORM

☐ M☐ FDATE OF BIRTH: / /

LAST NAME

FIRST NAME

MI

STREET ADDRESS:

APT/BLDG #:

CITY:

COUNTY:

ZIP CODE:

HOME PHONE
NUMBER () -WORK PHONE
NUMBER () -

NEAREST CROSS STREET

EMAIL: _____

MAILING ADDRESS: *If different from above*

STREET ADDRESS:

APT/BLDG #:

CITY:

COUNTY:

ZIP CODE:

1. Do you require information and material given to you in any of the following ways?*Mark all that you need*☐ Braille ☐ Large Print ☐ Audio Tape ☐ Other: _____**PLEASE GIVE US THE NAME AND TELEPHONE NUMBER OF SOMEONE WE CAN CALL IN AN EMERGENCY.**

LAST NAME

FIRST NAME

HOME PHONE
NUMBER () -WORK PHONE
NUMBER () -**DO NOT WRITE BELOW THIS LINE**

ID# _____

CERTIFICATION DATA

DATE RECEIVED

Date Issued: _____

Expiration Date: _____

Eligibility Category: _____

Certifier: _____

Comments: _____

SCAT PARATRANSIT APPLICATION FORM

2. Please indicate below if you use any of the following mobility aides or equipment.

- | | |
|---|---|
| <input type="radio"/> Cane | <input type="radio"/> manual wheelchair |
| <input type="radio"/> Crutches | <input type="radio"/> powered wheelchair |
| <input type="radio"/> long white cane (for the visually impaired) | <input type="radio"/> powered scooter/cart |
| <input type="radio"/> service/guide animal (describe) _____ | <input type="radio"/> respirator/oxygen tank |
| <input type="radio"/> walker | <input type="radio"/> other _____ |
| <input type="radio"/> leg braces | <input type="radio"/> I don't require any assistive devices |

Note: We may not be able to accommodate the applicant if the wheelchair or scooter is longer than 48 " or wider than 32 3/4", or if the combined weight of the applicant and wheelchair is more than 600 pounds.

3. Have you ever used the fixed route buses?

- ☐ Yes, I typically use fixed route buses _____ times a week.
- ☐ Yes, but only for trips I am familiar with.
- ☐ Yes, I used to but stopped because _____
- ☐ No

4. If you currently do not use the fixed route is there something that might help you to ride the buses? (Mark all that apply.)

- | | |
|---|---|
| <input type="radio"/> Yes, route and schedule information. | <input type="radio"/> Yes, buses with wheelchair lifts. |
| <input type="radio"/> Yes, learning to use the buses. | <input type="radio"/> Yes, a communication aid. |
| <input type="radio"/> Yes, if bus stops were closer to where I live and where I need to go. | |
| <input type="radio"/> Yes, (describe): _____ | |
| <input type="radio"/> No, none of these would help. | |

5. How far from your home is the nearest bus stop?

- | | |
|---|--|
| <input type="radio"/> Less than 1 block | <input type="radio"/> 5 or more blocks |
| <input type="radio"/> 1-2 blocks | <input type="radio"/> I don't know |
| <input type="radio"/> 3-4 blocks | |

6. On your own or using an assistive device, how far can you travel?

- ☐ I can get to the curb in front of my house/apartment
- ☐ I can travel up to 3 blocks (1 /4 mile)
- ☐ I can travel up to 6 blocks (1/2 mile)
- ☐ I can travel up to 9 blocks (3/4 mile)
- ☐ I don't know.

SCAT PARATRANSIT APPLICATION FORM

7. Please mark ALL the disabilities that prevent you the applicant from using the fixed route.

<input type="checkbox"/> AIDS	<input type="checkbox"/> Kidney Disease/Dialysis
<input type="checkbox"/> Alzheimer's Disease	<input type="checkbox"/> Legally Blind
<input type="checkbox"/> Asthma	<input type="checkbox"/> Lupus
<input type="checkbox"/> Arteriosclerosis	<input type="checkbox"/> Macular Degeneration
<input type="checkbox"/> Arthritis	<input type="checkbox"/> Mental Retardation
<input type="checkbox"/> Autism	<input type="checkbox"/> Multiple Sclerosis
<input type="checkbox"/> Cancer	<input type="checkbox"/> Muscular Dystrophy
<input type="checkbox"/> Cataracts	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Cerebral Palsy	<input type="checkbox"/> Panic Disorder
<input type="checkbox"/> Congestive Heart Failure	<input type="checkbox"/> Paraplegia
<input type="checkbox"/> COPD	<input type="checkbox"/> Parkinson's Disease
<input type="checkbox"/> Cortical Blindness	<input type="checkbox"/> Peripheral Vascular Disease
<input type="checkbox"/> Cystic Fibrosis	<input type="checkbox"/> Phobia
<input type="checkbox"/> Dementia	<input type="checkbox"/> Quadriplegic
<input type="checkbox"/> Diabetes (severe)	<input type="checkbox"/> Retinopathy
<input type="checkbox"/> Emphysema	<input type="checkbox"/> Schizophrenia
<input type="checkbox"/> Epilepsy (severe)	<input type="checkbox"/> Spina Bifida
<input type="checkbox"/> Heart Attack	<input type="checkbox"/> Stroke/Cerebral Trauma
<input type="checkbox"/> Head Trauma	<input type="checkbox"/> Thrombosis (chronic)
	<input type="checkbox"/> Totally Blind

SCAT PARATRANSIT APPLICATION FORM

8. How does your identified disability prevent you, the applicant from riding the fixed route buses?
Please explain in DETAIL.

9. Is this condition permanent? YES NO

Is this condition temporary? YES NO

If temporary, what is the expected duration? _____
(Number of months)

10. Does the applicant need to travel with their own Personal Care Attendant (PCA)?

- ☐ Yes
☐ No
☐ Sometimes

11. Is the applicant able to travel to and from a bus stop?

Yes No

If no, please indicate all that apply:

- ☐ Cannot negotiate where there are no sidewalks?
☐ Cannot travel if there are no curb cuts.
☐ Cannot cross busy streets and intersections.
☐ Cannot tolerate extreme temperatures.
☐ Cannot travel on surfaces covered with ice/snow.
☐ Cannot locate or identify bus stop due to a visual impairment.
☐ Easily becomes confused and may get lost.
☐ Other (please specify): _____

SCAT PARATRANSIT APPLICATION FORM

12. Is the applicant able to perform the following functions without assistance from another person?

	YES	NO
Find his/her way between familiar locations?	<input type="checkbox"/>	<input type="checkbox"/>
Grasp coins, passes, railings, and handles?	<input type="checkbox"/>	<input type="checkbox"/>
Climb up and down three 12 inch steps?	<input type="checkbox"/>	<input type="checkbox"/>
Travel 3/4 mile to a bus stop?	<input type="checkbox"/>	<input type="checkbox"/>
Identify the stop at your destination?	<input type="checkbox"/>	<input type="checkbox"/>
Deal with unexpected situations or unexpected changes in routine?	<input type="checkbox"/>	<input type="checkbox"/>

NYS LICENSED MEDICAL PROFESSIONAL CERTIFICATION

Dear Licensed Medical Professional:

The applicant who has asked you to review the information on the application and to sign this form is applying for eligibility for Suffolk County Accessible Transportation Paratransit service. Please read the following information carefully since it may affect your response. Please write clearly.

What is Paratranist?

Paratransit is an alternative, curb-to-curb, demand-responsive public transportation service. It is designed to “mirror” the fixed route buses in terms of service times and areas. For further information on paratranist please visit <http://www.fta.dot.gov>.

Who Qualifies for ParaTransit?

Paratransit service is designed to serve ONLY those persons whose severity of disability prevents them from using public transportation. Under the Americans with Disabilities Act (ADA), disability alone does not qualify a person to ride Paratransit. A person must be FUNCTIONALLY UNABLE to use the fixed-route public bus service.

Service is provided to the following three general groups of persons with disabilities:

1. Any individual with a disability who is unable, as the result of a physical or mental impairment (including a vision impairment), to board, ride, or disembark from any vehicle on the system which is readily accessible to and usable by individuals with disabilities.
2. Persons who need a wheelchair lift when a wheelchair lift-equipped bus is not available on the route that they need to travel.
3. Persons who are unable to board, ride or exit from fixed route buses even if they are able to get to a bus stop and the bus is equipped with a wheelchair lift.

SCAT PARATRANSIT APPLICATION FORM

The following portion of the application must be completed and signed by a **currently licensed medical professional.**

NYS LICENSED MEDICAL PROFESSIONAL CERTIFICATION

(Only M.D., D.O., P.A., N.P., or D.C.)

Please review the medical information provided in the application, complete the certification as appropriate and sign the document. The information you provide will assist us in serving **ONLY** those who need Paratransit.

Certification of Disability: (Please print clearly and legible)

I, (Name of Licensed Medical Professional) _____

certify _____ (Name of Patient) is a

severely disabled person, whose functional limitation is: _____

Please describe the physical and/or cognitive condition and how it functionally prevents the applicant from using fixed route bus service.

Signed this _____ day of _____, 20_____

Signature of Medical Professional

Medical License Number

Street Address

City

State

Zip

Phone

Please note: only the original form of this document will be accepted.

SCAT PARATRANSIT APPLICATION FORM

APPLICANT'S CERTIFICATION, CONSENT OF RELEASE OF APPLICATION INFORMATION

I, the applicant, understand that the purpose of this application form is to determine my eligibility to use the SCAT System. I agree to release the information requested to SCAT and any eligibility review panel and understand that the information contained herein will be treated confidentially. I understand that SCAT reserves the right to request additional information at its discretion. By signing, I authorize the licensed medical professional who signed this application to use and/or disclose certain protected health information (PHI) about me to Suffolk County Office of Handicapped Services. The information will be used or disclosed for the following purpose: To determine eligibility to use the SCAT paratransit service.

I understand that my application will be returned if it is **not complete**. I confirm that all the information that I provide on this application is true to the best of my knowledge. I understand that my application is subject to review and verification and that misrepresentation of any material information will lead to the revocation of my certification. I understand that a false statement made herein may result in the rejection of my application for Paratransit service.

I understand the application process can take up to 21 days from the time SCAT receives a completed application. If my application is returned for clarification or additional information, this can delay the process.

I agree to notify Suffolk County Office of Handicapped Services at 853-8333 if I no longer need Paratransit for any reason, including a change in my ability to use bus service. I also understand that failure to adhere to the policies and procedures for using Paratransit may be grounds for suspending or revoking my eligibility to participate in this program.

In the event that I apply for Paratransit eligibility in another community, I hereby authorize SCAT Paratransit to release the information on my SCAT application to such agency.

CERTIFICATION: The information I have given on this application is true to the best of my knowledge.
False statements are punishable under Section 210.45 of the Penal Law.

Signature of Applicant

Printed name of applicant

Date

Signature of preparer (if other than applicant)

Date

Printed name of preparer, relationship or agency name

This application form must be completed and sent, together with 1" x 1 1/4" identification-type photos as described in the cover letter to:

SCAT
c/o Suffolk County Office of Handicapped Services
Bldg. 158, North County Complex
P.O. Box 6100
Hauppauge, NY 11788-0099
(631) 853-8333 (VOICE)
(631) 853-5658 (TTY)